

UNITED STATES COURT OF APPEALS  
ELEVENTH CIRCUIT

April 23, 2008

<b>Announcement #08-3:</b>	<b>SUPERVISOR, COURT SESSIONS/ CALENDARING/OPINIONS</b>
<b>Opening Date:</b>	<b>April 23, 2008 (or until filled)</b>
<b>Developmental Salary Range (CL 27): With Full Performance Salary Potential To:</b>	<b>\$45,161 - \$56,478 (developmental range) \$73,453</b>

The Clerk's Office is now accepting applications for the position of **Supervisor, Court Sessions/Calendarings/Opinions**. Persons interested in applying for this position should submit a letter of interest and resume by **May 7, 2008** (or until filled) to:

Cheryl Vessels  
Human Resources Manager  
Eleventh Circuit  
United States Court of Appeals  
56 Forsyth Street, NW  
Atlanta, Georgia 30303

*The person selected for the position will be required to undergo a background investigation.*

**DUTIES:** The Supervisor for the Court Sessions/Calendarings/Opinions section supervises Court Sessions Clerks who are responsible for managing court or argument sessions in Atlanta and other cities in the circuit; and Judgment/Opinions Clerks who are responsible for the preparation of judgments; reviewing, ensuring correctness in form and coordinating issuance of opinions; and determining status of certain pending motions and ensuring timely resolution. The incumbent is also responsible for scheduling oral argument sessions, preparing calendars, filing motions and en banc briefs, and issuing orders. Some lifting may be required.

**QUALIFICATIONS:** Experience working in a legal and/or court environment, particularly appellate courts and/or federal courts is desirable. High school graduation, or the equivalent, plus three years of specialized experience, including at least one year equivalent to work at CL 26 level. The substantial amount of interpersonal communication required in the fulfillment of the duties and responsibilities of the position makes it necessary that the candidate manifests the highest degree of professionalism, courtesy, and diplomacy at all times. Applicants must have excellent managerial and interpersonal skills, the ability to communicate effectively with others orally and in writing, and unquestionable integrity.

For placement at CL 27 salary levels above minimum up to and including step 25 (considering competitive factors and an evaluation of quality of experience), at least two years specialized experience equivalent to work at CL 26 level.

**GENERAL EXPERIENCE:** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**SPECIALIZED EXPERIENCE:** Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Demonstrated ability to effectively supervise others. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

**Experience Substitutions:** Excess specialized experience may be substituted for required general experience.

**Educational Substitutions:** Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of general experience.

**\*\* MORE THAN ONE POSITION MAY BE FILLED THROUGH THIS ANNOUNCEMENT \*\*  
THROUGH JULY 31, 2008**

## **EMPLOYEE BENEFITS**

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

<b>PAID VACATIONS</b>	From 13 to 26 days per year depending on length of federal service.
<b>PAID HOLIDAYS</b>	10 days per year
<b>SICK LEAVE</b>	13 days per year
<b>HEALTH INSURANCE</b>	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
<b>DENTAL/VISION INSURANCE</b>	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
<b>LIFE INSURANCE</b>	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
<b>FLEXIBLE BENEFITS</b>	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
<b>LONG-TERM CARE INSURANCE</b>	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
<b>WITHIN-LEVEL SALARY INCREASES</b>	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
<b>TIME IN SERVICE</b>	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
<b>RETIREMENT</b>	Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

**THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS**

(revised 12/2006)